

Office of Employee Appeals (CH0)

The mission of the Office of Employee Appeals (OEA) is to render legally sufficient, impartial decisions in a timely manner, regarding appeals in which District employees have challenged decisions regarding adverse actions, reductions-in-force, performance evaluations, and classification of positions.

Agency Director	Warren M. Cruise
Proposed Operating Budget (\$ in thousands)	\$1,434

Fast Facts

- | | |
|---|--|
| <ul style="list-style-type: none"> • The proposed FY 2001 operating budget is \$1,434,195, an increase of \$97,675 over the FY 2000 budget. There are 15 full-time equivalents (FTEs) supported by this budget. • During FY 2000, the Office of Employee Appeals plans to do the following: <ul style="list-style-type: none"> – Process an estimated 25 appeals through mediation; – Establish a formal mediation program that will focus on the resolution of grievances; – Conduct approximately 200 hearings; | <ul style="list-style-type: none"> – Issue approximately 60 Opinions and Orders; – Prepare written Opinions and Orders for the OEA Board; and – Adjudicate and issue decisions for approximately 320 appeals. |
|---|--|

Proposed Budget by Control Center

The basic unit of budgetary and financial control in the District's financial management system is a control center. The Office of Employee Appeals is comprised of one control center that serves as the major component of the agency's budget.

FY 2001 Proposed Budget by Control Center

(Dollars in Thousands)

Office of Employee Appeals

Control Center

**Proposed
FY 2001
Budget**

1000	OFFICE OF EMPLOYEE APPEALS	1,434
CH0	Office of Employee Appeals	1,434

Agency Overview and Organization

The Council of the District of Columbia established OEA to hear and adjudicate employee appeals. OEA is a quasi-judicial agency, similar to its federal counterpart, the Merit Systems Protection Board (MSPB), which hears and adjudicates employee appeals under the federal merit system. The appeals process is established by statute, and implemented by OEA's Rules. OEA hears appeals from District Government employees who are challenging a final agency decision such as: (1) performance rating that results in removal of the employee, (2) an adverse action for cause that results in removal, reduction in grade, or suspension for 10 days or more, or (3) a reduction-in-force. OEA also offers a mediation program. The mediation program is geared toward avoiding the protracted litigation that is common in personnel actions.

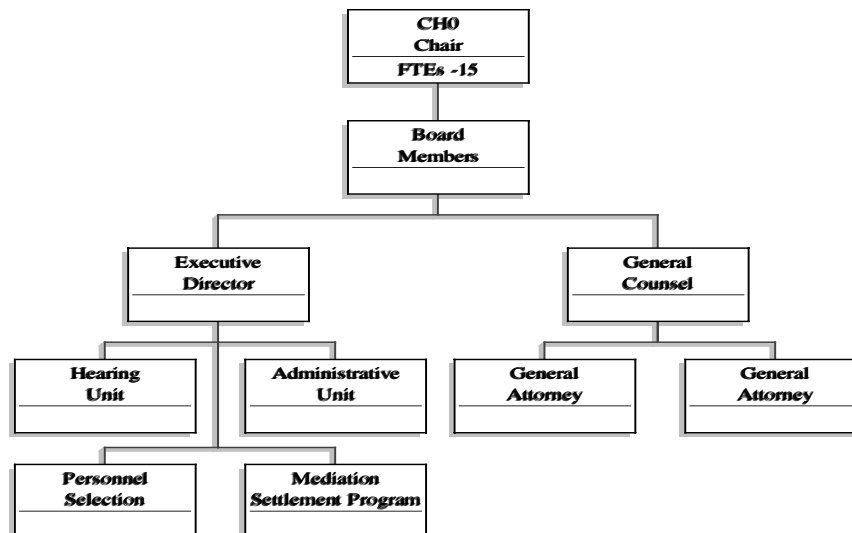
The OEA Board is comprised of five members, each of whom has a demonstrated knowledge of personnel management and labor relations. Three board members constitute a quorum for purposes of transacting official business of the office, ruling on Opinions and Orders, and issuing rules and regulations. The chairperson of the OEA board serves as the executive director of the office.

OEA achieves its mission via three primary program facets: (1) the hearing unit, (2) the Office of the General Counsel, and (3) the mediation program.

The office's hearing examiners conduct evidentiary hearings where parties present witnesses and other evidence before hearing examiners. The hearing examiners review the testimony and evidence and render a written initial decision.

If the initial decision is appealed to the OEA Board, the Office of the General Counsel prepares a written Opinion and Order for the Board. The Board's rulings on Opinions and Orders can be further appealed to the D.C. Superior Court. The General Counsel's office also develops rules and regulations for the Office and serves as the Board's legal counsel.

OEA also established a formal mediation program. The mediation process is an informal means of helping parties resolve disputes without resorting to formal litigation. Mediation is analogous to negotiation except that mediation involves three parties instead of two: the parties to the dispute and the mediator who is a neutral third party. The mediator does not have the authority to impose an outcome on either party. Rather, the neutral party acts as a facilitator to encourage the parties to resolve the dispute between them. All of OEA's hearing examiners have received mediation training.



FY 2001 Proposed Operating Budget

The Office of Employee Appeals' operating budget is composed of two categories: (1) Personal Services (PS), and (2) Nonpersonal Services (NPS).

Within the PS budget category are several object classes of expenditure such as regular pay, other pay, and fringe benefits. Within the NPS budget category are several object classes of expenditure such as supplies and materials, communications, rent, other services and charges, contractual services, and equipment and equipment rental.

Authorized spending levels present the dollars and related full-time equivalents (FTE) by revenue type. Its revenue type is local (tax and non-tax revenue not earmarked for a particular purpose).

FY 2001 Proposed Operating Budget

(Dollars in Thousands)

Office of Employee Appeals

Object Class	Actual FY 1999		Approved FY 2000		Proposed FY 2001		Variance	
Regular Pay -Cont. Full Time	725		823		865		42	
Regular Pay - Other	31		10		33		23	
Additional Gross Pay	2		0		0		0	
Fringe Benefits	98		107		114		7	
Unknown Payroll Postings	0		0		0		0	
Subtotal for: Personal Services (PS)	856		940		1,012		72	
Supplies and Materials	7		9		9		0	
Telephone, Telegraph, Telegram	15		23		23		0	
Rentals - Land and Structures	218		259		285		26	
Other Services and Charges	18		44		44		0	
Contractual Services - Other	22		35		35		0	
Equipment and Equipment Rental	23		27		27		0	
Subtotal for: Nonpersonal Services (NPS)	303		396		422		26	
Total Expenditures:	1,159		1,337		1,434		98	
Authorized Spending Levels by Revenue Type:								
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
Local	14	1,159	15	1,337	15	1,434	0	98
Total:	14	1,159	15	1,337	15	1,434	0	98

Agency Funding Summary

The proposed FY 2001 operating budget *for all funding sources* is \$1,434,195, an increase of \$97,675 or 7.3 percent, over the FY 2000 approved budget. The Office of Employee Appeals receives 100 percent of its funding from local sources.

- **Local.** The proposed *local* budget is \$1,434,195, an increase of \$97,675. Of this increase, \$71,675 is in personal services, and \$26,000 is in nonpersonal services. There are 15 full-time equivalent positions funded by local sources.

The change in personal services is comprised of:

- \$54,688 is an increase for regular pay
- \$16,987 is an increase for step increases

The change in nonpersonal services is comprised of:

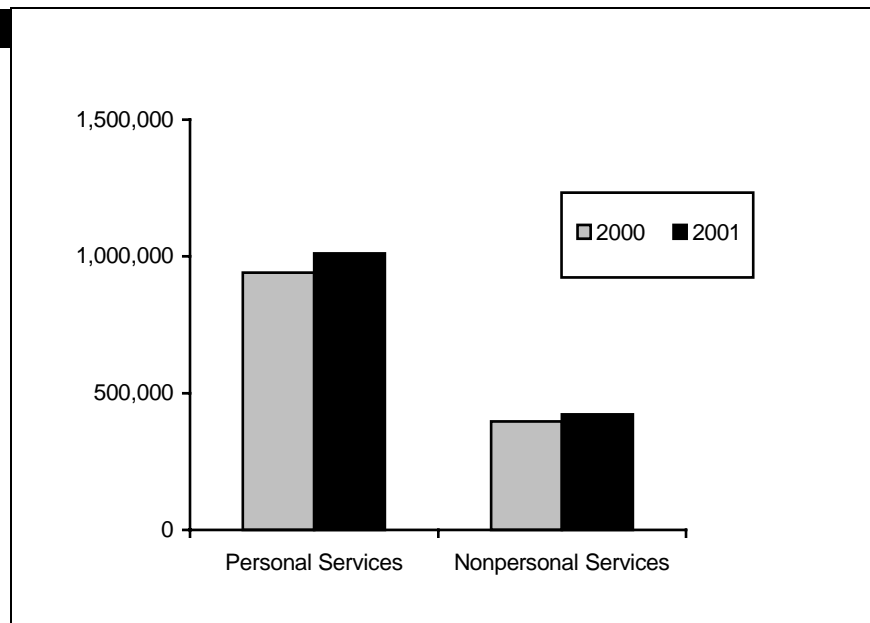
- \$26,000 is an increase for rent costs based on Office of Property Management estimates

Figure 1

FY 2001 Proposed Budget Includes an Increase for PS and NPS

Personal Services increased by 7.6 percent, from \$940,300 in FY 2000 to \$1,011,975 in FY 2001.

Nonpersonal services increased by 6.6 percent, from \$396,220 in FY 2000 to \$422,220 in FY 2001, due to an increase in rent.



Occupational Classification Codes

Occupational Classification Codes (OCC) are used by federal agencies like the Bureau of Labor and Census Bureau, as a way of classifying workers into eight major occupational categories for the purpose of collecting, calculating, or disseminating data. The Office of Employee Appeals workforce is divided among 4 occupational classification codes.

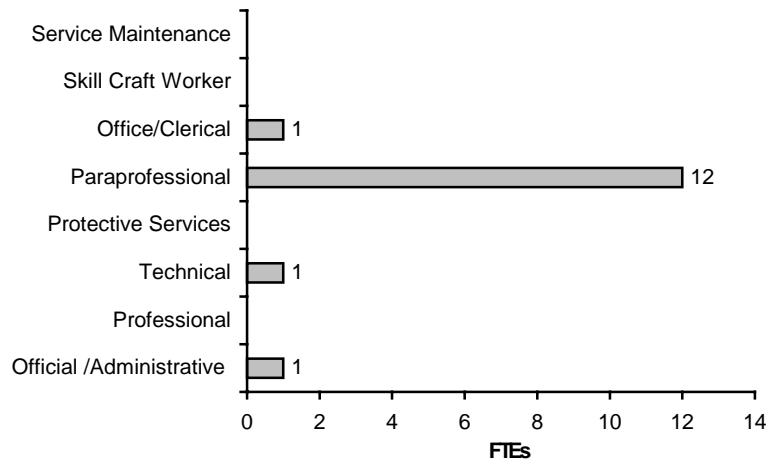
Agency FTEs by Occupational Classification Code

OC Code	FTEs in FY 2001
Service Maintenance	0
Skill Craft Worker	0
Office/Clerical	1
Paraprofessional	12
Protective Services	0
Technical	1
Professional	0
Official/Administrative	1
Total	15

FTE Analysis

Agency FTEs by Occupational Classification Code

The Office of Employee Appeals is an administrative agency. Of the total FTEs, 80 percent are Paraprofessionals. The 20 percent are Office/Clerical, Technical, and Official/Administrative.



Performance Goals and Targets

MISSION

The mission of the Office of Employee Appeals (OEA) is to render legally sufficient, impartial decisions in a timely manner, regarding appeals in which District employees have challenged decisions regarding adverse actions, reductions-in-force, performance evaluations, and classification of positions, which result in employee's removal.

MANAGER:

SUPERVISOR:

PERFORMANCE MEASURES	TARGET	
	FY00	FY01
1. # of initial decisions	320	320
2. # opinions and orders issued	60	60
3. # of appeals mediated ⁱ	TBD	TBD

ⁱ The program was suspended from October 1998–September 1999 as new rules for mediation were under development. Targets for FY 2000 and 2001 have not been set as the program has only been underway since October 1999.